

Change And Correction Form

This change notice form is for PPMLS use only and cannot be used as a modification or amendment to the listing agreement

R INDICATES A FIELD OR DOCUMENTATION REQUIRED FOR PROCESSING

R LISTING # _____ **R** LISTING ADDRESS _____ **R** DATE _____
 Listing Agent ID# _____ **R** Listing Agent NAME and PHONE _____
 Listing Office ID# _____ Listing Office NAME/PHONE _____

PRICE CHANGE: Current Price: \$ _____ New Price: \$ _____

EXTEND LISTING: New Expiration Date: _____

STATUS CHANGES:

- ___ **BOM** Back on Market - Enter new Expiration Date: _____
- ___ **LEA** Leased. Date Leased: _____ Lease Rate: \$ _____ Leasing Agent: _____
- ___ **RGT** Active with 1st Right of First Refusal Contingency. Date contract signed _____
- ___ **UCSS** Under Contract/Short Sale Listings Only (continue to show). Date buyer and seller signed sales contract (regardless of contingencies or lender approvals) _____
- ___ **UND** Under Contract (taking back-up offers-continue to show). Date contract signed: _____
- ___ **PEND** Pending (under contract-no more showings) - Date contract signed: _____
- ___ **WITH** Temporarily Withdrawn (May still be available for sale). Date: _____
- ___ **CAN** Cancelled (Listing agreement cancelled/terminated by mutual agreement). Date: _____

___ **CLOSD** Sold and Closed **(If listing is already in CLOSD status, only the field being changed is required)**
Pending (Off Market) Date: **R** _____ (Date Contract signed)
Sold Date: **R** _____ **Sold Price:** **R** \$ _____
Selling Agent's Name: **R** **NOTE: Sales Contract must be provided when changing Selling Agent's Name.**
 _____ (If Selling Agent is not a PPMLS member, use Non Member 635504004)
Selling Office Name: _____
Terms of Sale: **R** (Type of Financing): (Check One)
 ___ Bond ___ Cash ___ Conventional ___ CTL/Qualify ___ Farm Credit Services ___ FHA ___ FHA 203K
 ___ USDA ___ Lease/Option ___ Other ___ Owner Carry ___ Trade/Exchange ___ VA
Sold Concessions: **R** \$ _____ (for example: closing costs, prepaid expenses, discount points or other concessions made on the buyer's behalf, excluding VA and FHA concessions and non-includable items)
Personal Property Included: _____
Quality of Below Grade Interior Finish: _____
Sold Remarks: (indicate if there was a Seller-assisted down payment or special government loan program) (100 characters): _____
 ___ **FSBO/Non-Participant Sale - R** Include a copy of the Contract to Buy/Purchase Agreement and the HUD/Settlement Statements

The following changes require supporting documentation:

- ___ Correct the List Date to: _____ **R** (Include a copy of the Listing Agreement)
- ___ Correct the Original List Price to: _____ **R** (Include a copy of the Listing Agreement)
- ___ Correct the Expiration Date to: _____ **R** (Include a copy of the Listing Agreement)
- ___ Correct the Cancelled Date to: _____ **R** (Include a copy of the Cancellation Agreement)
- ___ Reinstated Cancelled Listing (within 10 business days of cancelled date): **Back on Market Date:** _____
R (Include a copy of the Listing Agreement and any Amend/Extends). See PPMLS Rules, Section 1.5.1
- ___ Reinstated Expired Listing (within 10 business days of expiration date): **New Expiration Date:** _____
R (Include a copy of Amend/Extend). See PPMLS Rules, Section 1.10
- ___ Reinstated a Sold Listing **R** (Include a copy of the Listing Agreement). Explain: _____

Notes/Other Changes: _____

R Submitted By: _____
 Printed Name

R Signature _____
 Listing Agent Signature (Digital Signature allowed)
 Required for changes to Price, Terms, Commission,
 Status and Expiration Date. Other changes may
 have the signature of authorized staff who have
 their own PPMLS Account.

Please Email (preferred) this form and required documentation to: listingcompliance@ppar.org
 or fax to: 719-476-8168